



Send this form to:  
Iowa DNR - Air Quality Bureau  
7900 Hickman Rd., Suite 1  
Urbandale, IA 50322  
Attention: SPARS Data Administrator

## Designation of System Administrator for SPARS Web

The System Administrator for your Company/Facility will have access to the SPARS (State Permitting and Air Reporting System) web based administrative functions and be responsible for: creating Facility / Company user accounts and passwords; Consultant user accounts and passwords; and tracking authorized users for the Facility / Company.

The designation will require the System Administrator's name, title and contact information (phone #, email address).

If your Company maintains multiple Facilities, the designation must identify for which Facilities this System Administrator is responsible. A single System Administrator may be identified for all Facilities, or a System Administrator may be identified for each Facility. Duplicate this form if you will have multiple System Administrators.

The Iowa DNR - Air Quality Bureau will create a System Administrator account and password for the identified Facility or Facilities.

The Iowa DNR - Air Quality Bureau will correspond with the identified System Administrator by phone and/or email to assist the System Administrator with accessing the SPARS web based administrative functions and in setting up user accounts.

\_\_\_\_\_  
Print Name of System Administrator

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date (mm/dd/yyyy)

\_\_\_\_\_  
Title of System Administrator

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Email Address

### List all facilities for which you wish to be designated as the System Administrator:

\_\_\_\_\_  
Facility Name

\_\_\_\_\_  
Facility Name

\_\_\_\_\_  
Facility Name

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Facility Name

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Facility Name